Appendix H.   Training Processing Quick Reference

NEDC Course Processing Quick Reference

1. Employee and supervisor identify beginning and desired proficiency levels on the employee's EDP

2. Employee and supervisor identify an appropriate NEDC course to develop the desired proficiency

3. Supervisor includes the identified NEDC course on the TNI

4. Course is included in State Training Plan if budget allows and there are no other methods by which the employee may obtain the training

5. STC approves the Training Plan

6. Human Resources staff enters course request into AgLearn

7. Human Resources staff notifies employee and supervisor of anticipated training dates

8. Human Resources staff issues Training Request Worksheet to the employee once enrollment is confirmed

9. Employee completes Training Request Worksheet and provides to Human Resources

10. Human Resources staff issues travel authorization if necessary

11. Employee makes travel arrangements if necessary

12. Employee attends training

13. Employee and supervisor complete Post-training/Accountability Worksheet

14. Employee forwards completed worksheet to the Human Resources and maintains a copy for his or her records

15. Supervisor documents completion of course on employee's EDP

Mandated and In-State Training Processing Quick Reference

Mandated training is required by National Headquarters and employees are notified of required training via email from Human Resources (usually an online course)

In-State Training

1. Employee and supervisor identify beginning and desired proficiency levels on the employee's EDP

2. Employee and supervisor identify an appropriate training method to develop the desired proficiency

3. Supervisor includes the identified training and method on the TNI

4. Training is included in State Training Plan if budget allows and there are no other methods by which the employee may obtain the training

5. STC approves the Training Plan

6. Leadership prioritizes and approves in-state initiatives

7. Leadership works Training Committee to identify instructors, content, scheduling etc. and identifies employees who must participate

8. Human Resources prepares Training Request Worksheet including a list of course participants and sends to employee

9. Human Resources notifies employees and supervisors of enrollment

10. Human Resources staff issues travel authorization if necessary

11. Employee makes travel arrangements if necessary

12. Employee attends training

13. Employee and supervisor complete Post-training/Accountability Worksheet

14. Employee forwards completed worksheet to the Human Resources and maintains a copy for his or her records

15. Supervisor documents completion of course on employee's EDP

All Other Training Processing Quick Reference

1. Employee and supervisor identify beginning and desired proficiency levels on the employee's EDP

2. Employee and supervisor identify an appropriate training method to develop the desired proficiency

3. Supervisor includes the identified training method on the TNI

4. Employee and supervisor complete Training Request Worksheet including identification of post-accountability activity

5. Supervisor forwards approved worksheet to Human Resources

6. Training Officer concurs, pending budget availability

7. Employee registers in the course

8. Human Resources staff issues travel authorization if necessary

9. Employee makes travel arrangements if necessary

10. Employee completes training

11. Employee and supervisor complete Post-training/Accountability Worksheet

12. Employee forwards completed worksheet to the Human Resources and maintains a copy for his or her records

13. Supervisor documents completion of course on employee's EDP